



# BREAKFAST CLUB

"A safe place to relax, play and have fun before school"

## REGISTRATION PACK

## Introduction

Great Leighs Primary School Breakfast Club aims to provide pupils of all ages with a safe and fun place to start their school day. Breakfast Club is open to all pupils and we will do our best to accommodate the needs of your child. If your child has special needs and requires extra support, please discuss this with the Breakfast Club staff.

The club is informal and friendly, allowing children a choice as to how they start the day: some children like to wake up slowly; others prefer to get on and play. The club provides for all, quiet space (for reading, etc.), free play and more structured activities.

Each morning a nutritious breakfast is provided. The children are encouraged to sit down and talk together. At the end of the session, the children are well fed, happy and ready to learn.

## Registration

Before a child can be admitted to breakfast club we require the enclosed registration form and permission slips to be returned duly completed. Please ensure all sections are completed and details of any dietary requirements are included on the registration form.

## Hours

The club will open Monday to Fridays during term time from 7:45am to 8:40am, with the exception of Bank Holidays and non-pupil days. To allow sufficient time for your child/ren to eat breakfast, they need to arrive no later than 8.15.

## Breakfast

Every day we offer:

- A choice of at least 3 different cereals.
- Toast with a selection of toppings (e.g. jams, marmite, honey and marmalade)
- Fruit juice, milk and water

Occasionally, the menu is supplemented with seasonal treats: different bakery goods; porridge; yoghurts; or foods from around the world to reflect the curriculum in school.

## Fees

The cost of a session will be £3.00. Sessions can be booked and paid for in advance via ParentMail's payments, a place is not confirmed unless booked and paid for in this way.

If you cancel a place, a minimum of 24 hours notice is required to ensure a refund fee is issued. A charge of 20p per cancelled session will be deducted from the refund total. If you need to cancel because your child is unwell, a total refund will be issued, regardless of notice given. Fees are reviewed annually in the Summer Term.

## Additional information:

- The club cannot be held responsible for any article of clothing or other items that your child brings with them. Please ensure items are named.
- Please notify the club in writing if there are any changes to your address, contact numbers, work or doctor details to [housdenv@greatleighs.essex.sch.uk](mailto:housdenv@greatleighs.essex.sch.uk).
- If you wish for your child to attend the same day every month, please note this on the application form and this can be carried over each month. If these arrangements change, please email [housdenv@greatleighs.essex.sch.uk](mailto:housdenv@greatleighs.essex.sch.uk) with at least 24 hours' notice to avoid cancellation charges.
- Places will be allocated on a first come, first served basis. A waiting list will be held if the club is oversubscribed.
- All medication must be clearly labelled with your child's name and dosage required. Details of the medication along with your signature must be entered into the medication folder before it can be administered. **Please note that the club will not administer Calpol or other similar medication.** Children attending the club should be healthy and free from infectious illness or disease. If your child becomes ill whilst at the club every effort will be made to contact you and you will be requested to collect your child as soon as possible.
- The club is covered under the school's insurance policy
- The club follows the school's behaviour policy and will consult with parents should the need arise. If behavioural concerns are not addressed over time, we reserve the right to exclude individuals from the club.
- If for any reason you wish to complain you should in the first instance speak to the club's supervisor or their deputy. If you are still unhappy please seek an appointment with the school's Headteacher, Mrs. Waters.

# Registration Form

## (Confidential)

*Please complete a separate form for each child attending*

Child's name:		Class:
Home address:		Child's date of birth:
		Religion:
		Ethnicity:
Mother's name (parent/guardian/carer)		Home telephone number:
Home address:		Mobile telephone number:
		Email address:
Place of work:		Work telephone number:
Father's name (parent/guardian/carer)		Home telephone number:
Home address:		Mobile telephone number:
		Email address:
Place of work:		Work telephone number:
Any special needs that staff should be aware of:		
Dietary needs or food allergies:		
Medical conditions, phobias or allergies. (Please give details of any medications):		
Doctor's name, address and telephone number:		
Brief details about the thing your child likes to do at play:		
Are there any activities which you do not want your child to do at the club:		

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**Child's Name:**

***Emergency contact names, addresses and numbers (between 7:45am and 8:40am)***  
*Please give up to three names, addresses, telephone numbers and relationship to child*

Name: Address: Relationship:	Telephone number (s):
Name: Address: Relationship:	Telephone number (s):
Name: Address: Relationship:	Telephone number (s):

**Child's Name:**

**WE NEED YOUR SIGNED PERMISSION FOR THE FOLLOWING ACTIVITIES**

In case of emergency, I give permission for the staff at the club to seek necessary medical advice or treatment. (Please note that we will contact you as soon as we are able)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian/Carer *(please delete as appropriate)*

In case of a minor injury I give permission for my child to receive a plaster. I confirm that they are not allergic to plasters.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

There are a number of occasions when your child's photograph might be taken e.g. for use on wall displays, for use by the school to promote the club etc. To avoid the need to get your permission each time, we ask you to tick the appropriate box and sign below,

***Yes, you may take my child's photograph at any time whilst at the club***

***No, I would prefer you not to take my child's photograph whilst at the club***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**If you wish to make a regular booking, please tick the days you require a place for your child:**

Monday     Tuesday     Wednesday     Thursday     Friday

**One month's notice is required if you intend to change or terminate your child's place and fees will be charged for this period.**

**Alternatively, please advise the dates your child will require a place in the current month and following month. We will endeavour to accommodate your request, however, it may not always be feasible:**

**Please note: Payment of fees will be in advance and the first month's fee must be paid when registering your child for a place.**